

STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER
Job Order Detail

Department: DEPARTMENT OF AGRICULTURE

Division: Agricultural Sciences

Bureau: Analytical Laboratory

Date Posted: 08/01/2008

Job Category: Office and Administrative Support

Position Number: 62100312

Position Title: ADMINISTRATIVE ASSISTANT

Bargaining Unit: yes

Union: MPEA

Location: BOZEMAN

Job Status: Part Time

Salary: \$9.64 to \$12.05

Salary Unit: Hour

Shift: Daytime

Band or Grade: 3

Closing Date: 08/15/2008

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF AGRICULTURE

303 N. Roberts

HELENA, MT 59620

Phone: (406)444-3145

Fax: (406)444-5409

TTY: 711

E-mail: dgjerde2@mt.gov

Special Information:

The Montana Department of Agriculture is a great place to work! Consider building a future with us!

This position will be open until filled. You are encouraged to submit your application materials as

soon as possible. Applications that are to be reviewed for this posting period must be received on or before 5:00 PM, Friday August 15, 2008 by any local Job Service Office or the Dept. of Agriculture, Attn: Denise Gjerde, PO Box 200201, Helena, Montana 59620-0201.

Duties:

This position is responsible for providing program specific budget and accounting support to the Bureau Chief for five MDA programs that include tracking all purchases, reconciling budget reports with in-house records, monitoring budgets totals and advising bureau chief of changing balances, deviations, and/or discrepancies. The position provides general professional administrative services for staff to support the various projects and objectives of the bureau and serves as office receptionist to receive and provide information to the public.

Competencies:

The position requires thorough knowledge of office financial procedures including: bookkeeping and accounting; records management.

This position also requires knowledge of business communication formats, compositions and editorial practices; business English grammar, spelling and punctuation; functions and operations of various office software applications (word processing, database, spreadsheet, presentation, etc); data handling and reporting in specialized computer software and division purchasing and requisition policies.

The position requires skill in the use of standard office equipment (printers, faxes, calculators, computers, email, multi-line phones, etc).

This position requires the ability to understand and follow oral and written instructions; establish and maintain positive professional relationships with agency staff and the public; communicate effectively verbally and in writing with members of the public, coworkers and a variety of technical and trade professionals in the agricultural industry; understand chemistry analytical terminology as it relates to agriculture; handle a variety of agricultural samples in a safe and secure manner. Requires ability to manage multiple assignments in a fast-paced office environment.

Education/Experience:

The above knowledge, skills and abilities are typically acquired by earning a high school diploma; one year (1) of technical training in general office practices, equipment, bookkeeping and software application; and three (3) years of related education or work experience. Specific experience in science and/or agriculture is highly desirable.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later).

Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Click on this link to download
[State of Montana Employment Information and Application](#)

If you have questions about a position you are applying for, or have already applied for, contact the agency that listed the position. That information is listed on each vacancy announcement.

If you have comments about this website contact -
ldavis.mt.gov

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